



## THE CONSTITUTION OF THE ALUMNI ASSOCIATION OF THE (GREEK DESIGNATION) CHAPTER OF ALPHA SIGMA PHI FRATERNITY, INC.

### PREAMBLE

In order that we, the Brothers of the (Greek Designation) Chapter of Alpha Sigma Phi Fraternity may continue to support the oath of Brotherhood taken when initiated as a Brother of Alpha Sigma Phi Fraternity, and to serve as living examples of the brotherhood that exists within Alpha Sigma Phi Fraternity and the (Greek Name) Chapter, we join together in the bonds of Brotherhood to form the (Greek Name) Alumni Association and adopt this constitution for our Association.

### ARTICLE I – OUR IDENTITY

Section 1. Name: The name of this organization shall be the (Greek Designation) Alumni Association of Alpha Sigma Phi Fraternity Inc.

Section 2. Purpose: The purposes of this association are threefold:

- A. To further create and perpetuate Brotherhood among alumni Brothers of the (Greek Designation) Chapter; and when there is a Chapter or Provisional Chapter at (School)
- B. To maintain a working relationship with the undergraduate members of the (Greek Name) Chapter; and
- C. To provide mentorship and assistance to the (Greek Name) Chapter.

### **ARTICLE III - MEMBERSHIP**

Section 1. Any duly initiated alumni brother of the (Greek Designation) Chapter of Alpha Sigma Phi Fraternity who is in good standing with the (Greek Name) Chapter and Alpha Sigma Phi Fraternity International Headquarters, are eligible become members of the (Greek Name) Alumni Association. (Alumni initiates from other Alpha Sigma Phi chapters may be included as determined in the By-Laws.)

### **ARTICLE IV – OFFICERS AND DIRECTORS**

Section 1. The initial officers of the (Greek Name) Alumni Association shall be: president and treasurer. The Board of Directors should include the officers (president and treasurer) plus any appointed representatives from each decade during which (Greek Name) Chapter was active represented by membership in the association and, when applicable, the Grand Chapter Advisor.

### **ARTICLE V - ELECTIONS**

Election of officers shall take place during the Annual Meeting as further described in the By-Laws.

### **ARTICLE VI – BY-LAWS**

The By-Laws will specifically define the terms and definitions of membership, officer elections, the Board of Directors, committees and further rules and regulations of the (Greek Name) Alumni Association.

### **ARTICLE VII - STATEMENT OF INTENT**

We, the below named Brothers initiated into the (Greek Name) Chapter of Alpha Sigma Phi at (School), do establish the creation of the (Greek Name) Alumni Association, on this (date) day of the month of (month) of the year (year).

(List of founding Brothers)

Approved at the first meeting of the (Greek Name) Alumni Association held (Date) (Greek Name) Chapter was chartered (Charter Date) at (City), ( State)



## BY-LAWS OF THE ALUMNI ASSOCIATION OF THE (GREEK DESIGNATION) CHAPTER OF ALPHA SIGMA PHI FRATERNITY, INC.

### ARTICLE I - DEFINITION AND PURPOSE

#### Section 1. Definition:

- A. The (Greek Name) Alumni Association is a non-profit fraternal organization, headquartered in (City, State).
- B. While recognized by Alpha Sigma Phi Fraternity, Inc., the (Greek Designation) Alumni Association is a self-governing and self-sufficient association and its activities are not supervised by the national organization.

#### Section 2. Purpose:

- A. To further create and perpetuate Brotherhood among alumni Brothers of the (Greek Name) Chapter of (School).
- B. To maintain a strong working relationship with the undergraduate members of the (Greek Name) Chapter.
- C. To provide mentors and assistance to the (Greek Name) Chapter at (School).
- D. To assist the (Greek Name) Chapter in educational endeavors by supplying financial assistance, both directly, and through the endowment funds established for the (Greek Name) Chapter through (School) and the Alpha Sigma Phi Foundation.

## ARTICLE II - GOVERNANCE

Section 1. Governance: The affairs of the (Greek Name) Alumni Association shall be conducted in accordance with the Constitution and By-laws of Alpha Sigma Phi Fraternity, Inc. and under these by-laws when not in conflict with the former.

## ARTICLE III - MEMBERSHIP

Section 1. Qualification:

A. All brothers of the chapter who are both no longer enrolled at (School), and in good standing with the (Greek Designation) Chapter and Alpha Sigma Phi Fraternity International Headquarters are members of the Alumni Association. Alumni of other chapters recognized by the National Fraternity may become members of the association if they either attended (School) or live within a 100-mile radius of the college/university

Section 2. Membership Types: There will be two levels of membership within the Alumni Association:

- A. Alumni Association Board of Directors: The Alumni Association will be governed by duly elected officers once every two years. There are at least four elected officers (President, Treasurer, and Decade Representatives). The details of the election process will be described later.
- B. Alumni Association Member: As mentioned previously, all members of the (Greek Designation) Chapter of Alpha Sigma Phi Fraternity who are both no longer enrolled at the institution and who are in good standing with the Chapter and International Fraternity Headquarters are recognized as members of the Alumni Association.

**Section 3.** Voting Rights: Each Director will have one vote per topic at each meeting, whether held in person or otherwise.

## ARTICLE IV – DUES AND DONATIONS

**Section 1. Annual Dues:** Dues may be collected annually from the membership of the Association in order for the activities of the Association to be self-supporting. The dues shall be put into a specific fund designated solely for operating costs of the alumni association.

- A. Annual dues shall be \$100 per Board Member. Dues will be paid at the start of each fiscal year.
- B. All transactions and deposits shall be in the name of the Association. All general funds shall be under the control of the Board of Directors and shall be disbursed and recorded as directed by it. The Board of Directors shall select the depositories for the custody of its funds.

**Section 2. Donations:** Donations for additional support of the (Greek Name) Chapter may be made to an account created specifically for that purpose or to a 501 (c) 3 charitable account at the Alpha Sigma Phi Educational Foundation, Inc. designated specifically for the (Greek Name) Chapter.

## ARTICLE V – ASSOCIATION MEETING PROCEDURES

**Section 1. Annual Meeting:** The members of the Association shall hold an Annual Meeting once each calendar year at the time and place to be designated in the notice of the meeting. Notice of each Annual Meeting shall be given to each member at least ninety (90) days in advance of the date of the meeting by mail or electronic correspondence to his address as it appears in the records of the Association.

**Section2. Special Meetings:** Special meetings of the Association may be held at any time at such times and places as may be determined by the Board of Directors upon notification of the Board of Directors or by the President. The notice of each special meeting shall be given to each member at least thirty days prior to the date of the meeting through mail or electronic correspondence and shall specify the purposes for which the meeting shall be called.

**Section 3. Parliamentary Procedure:** Robert's Rules of Order shall govern all meetings, regular or special, and all elections, unless otherwise provided for by these by-laws.

**Section4. Quorum:** A quorum to conduct business at any Annual or Special Meeting shall

consist of at least four members of the Board of Directors, three of which shall be officers and one of which must be a decade representative and at least five (5) percent of the Alpha Members belonging to the Association. A member shall be considered present if either in person or represented by written proxy. 14 days' notice must be given to all members eligible to vote before a meeting, regular or special, is conducted.

A majority vote (50% plus one) of those members voting shall decide all questions brought forth at any annual or special meeting. Any question passed shall become a rule of the (Greek Name) Alumni Association unless in conflict with these by-laws.

## ARTICLE VI – OFFICERS, DIRECTORS AND ELECTIONS

**Section 1. Board of Directors:** The officers of the (Greek Designation) Alumni Association shall be: President, Treasurer, and Decade Representatives. These positions shall collectively be known as the (Greek Designation) Alumni Association Board of Directors.

**Section 2. Decade Representatives:** One appointed initiate from each decade represented as members of the (Greek Name) Alumni Association, currently the, 1980's, 1990's, 2000's, 2010's.

**Section 3. Grand Chapter Advisor:** The Grand Chapter Advisor may also serve as a member of the Alumni Association where applicable. He shall serve through his appointment as Grand Chapter Advisor, and will not need to be re-elected to the Alumni Association.

**Section 4. Member(s)-at-large:** The Board of Directors may also add Members-at-large to the Alumni Association Board of Directors as needed.

**Section 5. Undergraduate Membership:** In order to ensure strong bonds between the undergraduate members and the alumni, the following undergraduate members of the Chapter should serve as representatives:

A. **Alumni Director:** The Alumni Director serves as the main liaison between the undergraduate chapter and the alumni association. The Alumni Director should report meeting minutes, and other important information in a timely manner to the chapter. The Alumni Director shall have one vote, per topic at all Alumni Association meetings.

B. **President:** The undergraduate President of the chapter may also serve as a

representative of the chapter. However, the President of the Chapter should not have an official vote.

**Section 2. Term of Office**

- A. The term of office for President, Treasurer, and Decade Representatives shall be two years.
- B. The Grand Chapter Advisor, if serving when there is an active (Greek Name) Chapter, shall serve upon appointment from the Director of Alumni Engagement of Alpha Sigma Phi Fraternity or a majority recommendation from the Alumni Association until an official appointment is issued by the Director of Alumni Engagement. The Grand Chapter Advisor shall serve a two-year term with no term limits.

**Section 3. Election of Officers**

- A. Election for the four officers will take place at the Annual Meetings. Any member who is an initiate of the (Greek Name) Chapter and is in good standing is eligible to run for office. Nominations for positions can come from any Alumni member and self-nominating is allowed.
- B. Nomination forms will be available to alumni at least sixty (60) days prior to the election.
- C. The official deadline of receiving nomination forms shall be determined at least sixty (60) days prior to the Annual Business Meeting.
- D. The (Greek Name) Alumni Association President may appoint a Nominating Committee, whose chairman shall be a Board member, to oversee the election process. Should the (Greek Name) Alumni Association President be a candidate for election, the Alumni Association Treasurer shall appoint the Nominating Committee.
- E. At the Annual Meeting the officer nominees will be voted on by those present or voting by proxy. The nominees will be elected to the (Greek Name) Alumni Association Board for a two-year term without reference to any specific position. The entire Alumni Association Board of Directors shall then elect the President, Treasurer, and Decade Representatives from among the newly elected and current officers serving on the Board.
- F. All decade representatives will be appointed by the President of the (Greek Name) Alumni Association upon majority approval of the Alumni Association officers and shall have terms of two-years and may be re-appointed without

restrictions or term limits. Every effort shall be made to appoint a representative from each decade represented within the (Greek Name) Alumni Association membership. Initial terms for decade representatives from the 1930's, 1950' s, 1970's and 1990's will be for one year following the 2011 ABM. Terms for the decade representatives from the 1940's, 1960's and 1980's will be for two years.

**Section 4. Vacancies**

- A. Upon a vacancy of the President, or Treasurer the Board of Directors, by majority vote, can appoint any individual to an elected office until such time as a special election can occur.
- B. In case of a vacancy among the Decade Representatives for any reason the Alumni Association President shall appoint a replacement to complete the remainder of the term.

**ARTICLE VII - DUTIES AND REQUIREMENTS OF OFFICERS AND DIRECTORS**

**Section 1. President**

- A. The President shall perform all duties as regularly pertain to that office, but not limited to:
  - I. Chief Executive Officer
  - II. Liaison with the National Headquarters of the Fraternity
- B. The President shall be responsible for the administration of the association's purposes.

**Section 2. Treasurer**

- A. The Treasurer shall collect all donations from the members of the (Greek Name) Alumni Association and deposit them in the association's name in a bank.
- B. The Treasurer, in addition to the President, will be needed to access any funds on deposit.
- C. The Treasurer shall submit a record of all financial expenditures and receipts of the financial year at least once a year at the annual meeting of the Alumni Association.



**Section 3. Decade Representatives**

- A. A decade representative may only represent the decade in which he was either initiated as a Brother or was an active undergraduate member of (Greek Name) Chapter.
- B. The Decade Representative shall serve as an at-large voting representative for the brothers from the decade that he represents.
- C. The Decade Representatives shall act as a liaison between the Alumni Association and the brothers from the decade that he represents, to inform them of events, and to gather news and events from said brothers for distribution to all Alumni.

**Section 4. Grand Chapter Advisor**

- A. The Grand Chapter Advisor shall serve as the liaison between the undergraduate chapter and the (Greek Name) Alumni Association and between the undergraduate chapter and the National Fraternity.

**ARTICLE VIII - BOARD OF DIRECTORS**

**Section 1. Membership**

- A. The Board of Directors shall consist of the President, Treasurer, Decade Representatives and the Grand Chapter Advisor.

**Section 2. Powers**

- A. The Board of Directors shall have general control and supervision of all affairs and all committees/ subgroups within the (Greek Name) Alumni Association.
- B. The Board of Directors shall act as the governing board of the Alumni Association in between annual meetings of the Alumni Association.
- C. The Board of Directors may appoint additional officers when the need arises.
- D. The Board of Directors may delegate any or all of its powers to any elected officer of the (Greek Name) Alumni Association, provided the Board of Directors retain the power of rescission over any decision by said officer.
- E. The Board of Directors shall have the power to form, appoint members to, and define the duties of all standing and temporary committees and/or subgroups of the Alumni Association.
- F. The Board of Directors shall have all powers necessary to enable it to perform its prescribed duties, provided those duties remain within these by-laws.
- G. The Board of Directors shall have the power to appoint an individual to an office

that has been vacated until all members of the Association can fill the office by a special election.

### **Section 3. Meetings**

- A. Board of Directors Meetings: The newly elected Board of Directors shall convene immediately after the close of the Annual Meeting at which the officers were elected, provided that if a majority of the officers are not in attendance, the first meeting shall be held not later than forty-five days thereafter upon call of the President.
- B. The Board of Directors shall meet at least semi-annually, but may hold special meetings as needed for the proper conduct of business.
- C. Executive Quorum: A quorum to do business at any meeting of the Board of Directors shall be at least three officers and at least one Decade Representative and may take place in the form of face-to-face, phone conferencing or email.

## **ARTICLE IX - REMOVAL FROM OFFICE**

### **Section 1. Removal**

- A. Any officer, apart from the Grand Chapter Advisor, may be removed from office for just cause by a two-thirds (2/3) vote of the members present at any regular or special meeting of the (Greek Name) Alumni Association, providing quorum has been established.
- B. The Board of Directors may also remove officers until the position may be filled by a special election of members of the Association.
- C. Individuals are eligible to be re-appointed each year if there is mutual interest among all parties.
- D. Members may be removed from any Standing or Temporary Committee with just cause and due process before the term expires at the discretion of the Committee Chair and two-thirds (2/3) approval of the Board of Directors.
- E. The Grand Chapter Advisor may be removed from office only by action of the Grand Council. A two-thirds (2/3) vote by the Board of Directors is required before a request for removal is presented to the Grand Council.

## **ARTICLE X - COMMITTEES**

### **Section 1. Committee Appointment**

- A. The Board of Directors shall be authorized and empowered to appoint such

committees as may be desirable. A member of the Board of Directors shall serve as the chairperson for any committee. Terms for committee members shall be determined by a vote of the Board of Directors. The President may be an ex- officio member of any committee.

## **ARTICLE XI - AMENDMENTS**

### **Section 1. Procedure**

- A. Constitution and By-laws may be amended by a 2/3 vote of the members at any regular or authorized special meeting of the (Greek Name) Alumni Association.
- B. The Board of Directors shall review and approve all proposed amendments before a vote of the general membership occurs. All proposed amendments must be submitted in writing to the President of the (Greek Name) Alumni Association thirty (30) days prior to a vote occurring.